

9790.3306.103/2010.



LOUISIANA
ENDOWMENT
FOR THE
HUMANITIES

Louisiana Humanities Center at Turners' Hall
938 Lafayette Street, Suite 300
New Orleans, Louisiana 70113

504.523.4352

Support La. Culture, Economy
& education

18

11-4-09

To: Ms. Suzanne Elliot, Legislative Auditor's Office

From: Warren Meyer, Director of Admin., La. Endowment for the
Humanities

Re: Cooperative Endeavor Agreement

Via Fax: 1-225-339-3986

As requested by Ms. Angela Mastainich at the Board of Regents and in accordance with Section 18B of Act 10, I am faxing our Coop. End. Agreement with the state, which includes a comprehensive budget of our \$1.1 million appropriation from the State of La. For the state fiscal year 09-10.

Please advise if you have any questions.

Artis L. Terrell, Jr.
Chair

Robert W. Levy
Vice Chair

Mary Ellen Roy
Secretary

Sally Clausen
Commissioner of
Higher Education



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Marc A. Gulchard, Student

BOARD OF REGENTS

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November 2, 2009

Michael Sartisky, PhD.
Executive Director
Louisiana Endowment for the Humanities
938 Lafayette Street-Suite 300
New Orleans, LA 70113

RE: Cooperative Endeavor Agreement 09-10 LEH

Dear Mr. Sartisky:

Enclosed, please find one fully executed copy of the above referenced Agreement for your records. In addition, please allow this letter to serve as notification of your responsibility to comply with Act 10 of the 2009 Regular Session which requires that you present/submit a comprehensive budget to the Legislative Auditor showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance.

The Appropriation Act (HB 1) states in part:

B. (1) No funds appropriated in this Act shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the state unless the intended recipient of those funds presents a comprehensive budget to the Legislative Auditor and the transferring agency showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance.

As all of these items are already included in the Agreement, simply submitting a copy of the approved Agreement to the Legislative Auditor should satisfy the requirement. You must then submit a signed affidavit to the Board of Regents confirming that the required documentation has been submitted to the Legislative Auditor. The affidavit can be sent to my attention at the address above.

Please feel free to contact me directly with any questions or concerns.

Sincerely,

Angela Mastainich
Contract and Administrative Coordinator
Louisiana Board of Regents

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STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT (*line item appropriations*)

THIS COOPERATIVE ENDEAVOR, made and entered by and between The Board of Regents of the State of Louisiana, hereinafter referred to as "State," and/or "Agency" and The Louisiana Endowment for the Humanities officially domiciled at 938 Lafayette Street, Suite 300 New Orleans, LA 70113 hereinafter referred to as "Contracting Party".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, *Act 10 and/or 122 of the 2009 Regular Session of the Louisiana Legislature*, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said *Act 10 and/or 122* contains 2 line item appropriation within the Agency's budget for the benefit of The Louisiana Endowment for the Humanities of which the sum of One Million, One Hundred Thousand and no/100 (\$1,100,000) DOLLARS has been allocated for this project, as set forth in Attachment A Plan, which is attached to this agreement and made a part hereof;

1.3 WHEREAS, the Agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: The Louisiana Endowment for the Humanities will continue providing life-long learning opportunities available to all Louisianans regardless of race, gender, age, economic status, level of education attainment, or even location. Additionally, the LEH will bring Louisiana's history and culture, its people and places before local, national, and international audiences as part of supporting the state's cultural economy; and

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with the governor's Executive Order *BJ 2008-30* on accountability for line item appropriations; and is attached to this agreement and made a part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II
SCOPE OF SERVICES

2.1 The Contracting Party shall: Support Louisiana's cultural economy by bringing Louisiana's people, places, history, and culture before a local, national, and international audience by performing the following services (further delineated in Exhibit A:

- A. Summer Teacher Institutes and Grants & Outreach Program
- B. Prime Time Family Literacy Project

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- C. Louisiana Cultural Vistas Magazine (see 2.2) and La. Humanities Resource Center
- D. Library Reading Programs (*RELIC*)
- E. Web-Based Encyclopedia (KnowLA), and
- F. American Routes National Radio Project.

2.2 Deliverables: **Louisiana Cultural Vistas:** The LEH will produce 4 (quarterly), 96-page issues of the magazine with a press run of 10,000 issues under this agreement. By past survey readership of each issue is estimated at 30,000. Louisiana Cultural Vistas is the principal documenting magazine of the culture of Louisiana, including its entire geography, peoples and cultures. More than 6000 pages of articles on Louisiana history and culture have already been published and another 400 will be published in the coming year. The magazine is distributed broadly to the general public with a special focus on the cultural and educational community. Included in the distribution are paid and contributors to the LEH; free copies are also distributed to school and public libraries, the cultural, educational, and political policy makers and leadership of the state, and the members of other cultural organizations. Copies shall be available to BOR as requested. The magazine will be available free on line.

Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and (*quarterly*) **Cost Reports (Attachment D)** which provide detailed cost information outlining the use of appropriated funds. **Attachment C Progress Report and Attachment D Cost Report** are attached to this agreement and made a part thereof by reference.

2.3 Budget: The **Budget** for this project is incorporated herein as "**Attachment B**" which is attached hereto and made a part hereof by reference and shows the anticipated revenues and expenditures provided by this cooperative endeavor. The State's contribution to this project shall not exceed the total sum of **\$1,100,000** which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the **Budget** attached as "**Attachment B**", without the prior approval of State.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this contract is Donald J. Vandal, Deputy Commissioner for Finance and Administration, his/her supervisor or successor to these positions.

3.2 Monitoring Plan: During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party's Plan to ensure Contracting Party's compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports and Cost Reports** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this

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- contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
 3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
 4. Assure that expenditures detailed in **Cost Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with Agency's fiscal office for disbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Payments to the Contracting Party shall be made by State after receipt from the Contracting Party and approval by State of *quarterly* **Cost Reports** detailing expenditures, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Copies of invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to Cost Reports.

4.3 Disbursements under this agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2009 through June 30, 2010**, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor disbursements on a *quarterly* basis. Under circumstances such that the Contracting Party has not demonstrated substantial progress toward goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project, or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. If it is determined by the Contract Monitor or by an audit that state funds were expended on non-reimbursable expenses, recipient will be

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required to repay the state. If the Contracting Party defaults on the agreement, breaches the terms of the agreement, ceases to do business, or ceases to do business in Louisiana, it shall be required to repay the state

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 72-0795568.

ARTICLE V

TERMINATION FOR CAUSE

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

ARTICLE VI

TERMINATION FOR CONVENIENCE

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

ARTICLE VII

OWNERSHIP

7.1 All records, reports, documents and other material delivered or transmitted to Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at Contracting Party's expense, at termination or expiration of this agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

ARTICLE VIII

ASSIGNMENT

8.1 Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

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ARTICLE IX
FINANCIAL DISCLOSURE

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of Contracting Party which relate to this agreement.

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

ARTICLE XIII
LINE ITEM APPROPRIATION CLAUSE

13.1 Contracting Party acknowledges that this agreement is funded wholly or in part with a specific line-item appropriation added in the legislative process. Contractor agrees this specific line-item appropriation is not a part of the State's annual budget request or normal operating budget. As such,

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Contracting Party further agrees that the State is not responsible for requesting this line-item appropriation in the future. Contracting Party acknowledges that requesting future funding is the responsibility of the Contracting Party. Additionally, Contracting Party acknowledges that the funding for this Agreement is subject to legislative or executive changes such as mid-year budget reductions ordered by the Governor.

ARTICLE XIV TERM OF CONTRACT

14.1 This agreement shall begin on **July 1, 2009** and shall terminate on **June 30, 2010**.

ARTICLE XV DISCRIMINATION CLAUSE

15.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

THUS DONE AND SIGNED AT Baton Rouge Louisiana, on the 11th day, of 10th Month, 2009 Year

WITNESSES:

Louisiana Board of Regents

Angela Heston
Denise Kunkel

Donald J. Vandeusen
Sally Clausen, Ph.D.
Commissioner of Higher Education

THUS DONE AND SIGNED AT Baton Rouge on the 11th day, of 10th mo., 2009 y.

WITNESSES:

Louisiana Endowment for the Humanities

Walter R. R.
W. R. R.

Michael Sartisky, PhD
Title: President / Executive Director

APPROVED
Office of the Governor
Office of Contractual Review
meH

OCT 26 2009

Barbara B. Giller
DIRECTOR

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"ATTACHMENT A" PLAN

NAME OF CONTRACTING PARTY:
The Louisiana Endowment for the Humanities

NAME AND BRIEF NARRATIVE OF PROGRAM: The Louisiana Endowment for the Humanities will continue providing life-long learning opportunities to all Louisianians regardless of race, gender, age, economic status, level of education attainment, or location. Additionally, the LEH will bring Louisiana's history and culture, its people and places before local, national, and international audiences as part of supporting the state's cultural economy and education.

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. **Program Goal (Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.)** The Louisiana Endowment for the Humanities' program goal is to provide all Louisianians with access to and an appreciation of their own rich, shared and diverse historical, literary and cultural heritage through grant-supported outreach programs (see attached pg. 4 grant application & approval process), family literacy and adult reading initiatives, teacher professional development institutes, cultural publications, film and radio documentaries, museum exhibitions, public lectures, library projects, and other public humanities programming.
2. **Program Objective(s) (Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results).** Being an integral part of Louisiana's cultural economy by bringing Louisiana's people, places, history, and culture before a local, national, and international audience through *Louisiana Cultural Vistas* magazine. We will publish four (4) 96 page issues of the magazine and print 10,000 copies reaching a readership estimated by survey of 30,000; in addition and web-version of the magazine also will be posted free of charge. In addition, LEH will conduct a Summer Teacher Institute, Prime Time Literacy reading programs, Adult reading programs, continue development of a web-based encyclopedia on Louisiana, continue the American Routes National Radio Project, and make 15+ humanities grants (grantees to be named later).
3. **Relevant Activity (Activities) (An activity is a distinct subset of functions or services within a program.)** Prime Time Literacy Reading programs are planned at 15 sites throughout Louisiana, and 15 RELIC adult reading programs will be conducted in Louisiana libraries. Four 96-page issues of Louisiana Cultural Vistas will be published for a 10,000 press run to reach both Louisianians and an out-of-state audience. One graduate-level Summer Teacher Institute will be conducted for middle and high school teachers of English, social science, and foreign languages. Approx. 15 ReGrants will be made to local museums, documentary film makers, and local Our Town projects. Development of a web-based encyclopedia on Louisiana history & culture will continue, and the American Routes national radio project broadcast over 220 radio stations. Additional details on the 8 programs/projects financed by this appropriation are on Attachment A, pg. 2-3.
4. **Performance Measure(s) (Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.)** All planned Prime Time literacy and RELIC will be completed. A beta site for the Web-based encyclopedia will be completed and made available by Summer, 2010, and final reports from all grant sites will be collected and evaluated. By Summer, 2010, all 4 issues of LCV magazine will be produced and distributed to over 30,000 subscribers with complimentary copies to the travel, convention, and educational community promoting Louisiana. The American Routes radio projects will reach over 180 markets over 220 stations.

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Attachment A, page 2-3

**LOUISIANA ENDOWMENT FOR THE HUMANITIES
PROJECT PLAN AND BUDGET
2009-2010 STATE APPROPRIATION - \$1,100,000**

A. Prime Time Family Literacy Project 15 Sites \$ 255,000

This statewide project has created an unprecedented family literacy program that has enrolled families in a model project, which emphasizes the reading of substantive books by low-literacy parents to their children. We plan to offer 30 programs 2007-2008.

B. Louisiana Cultural Vistas & La. Humanities Resource Center \$ 203,500
(LCV includes: 4 issues, 10,000 press-run, 96 pages per issue)

LCV: The only statewide magazine, which presents Louisiana culture, art and history in an exciting, visual, and substantive way: a **Smithsonian** magazine of Louisiana. Four issues will be published partially with funds provided via BOR/LEH cooperative endeavor agreement #09-10 LEH-LI per a line item appropriation for LEH. The magazine targets both in-state educational and cultural community, an out-of-state audience in travel, convention, and cultural community, and also editorial writers to impact state's image. Three out of four years, the magazine has won "Best Publication" from the Press Club of New Orleans as well as all three awards for Photo story and first and second place for layout and design.

La. Humanities Resource Center: Serving every parish, the unique collection of more than 100 documentary films, most of them funded by the *Louisiana Endowment for the Humanities*, circulates the films free of charge to hundreds of schools and local groups every year. At minimal cost we can place such programs in 250-500 schools and community groups every year. An improved catalog will be updated and distributed to teachers and community groups statewide.

C. Library Reading Programs (RELIC) 15 sites \$ 107,500

Serving every parish, these programs are Louisiana's university without walls, offering adult reading programs in literature, history, and culture. We plan to schedule twenty-eight programs.

E. Summer Teacher Institutes and Grants \$284,000

Summer Teacher Institutes: 5 Institutes (1 with State Funds), Louisiana is the only state in the nation offering this extensive, graduate-level program for humanities professional development for teachers. Since its inception, a quarter of all middle and high school teachers of English, social, science, and foreign languages have attended (who in turn teach 500,000 students annually). This level of funding would enable five Institutes serving teachers for the summer of 2010.

Grants: We expect about 15-20 projects will be funded under the following categories.

1. Documentary Production

LEH has been the major and practically sole source of documentary film production in Louisiana for the last 25 years, including such films as **Huey Long**, **Uncle Earl**, **Louisiana Boys: Raised on Politics**, **The Joy that Kills**, and films on Louisiana music, culture, history, language and

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environment

2. Museum Grants

This support will allow the major museums to develop projects, but also to partner with smaller museums by creating touring exhibits which serve not only their own communities, but which will form the basis for increased cultural tourism.

3. Outreach, Local, Our Town Grants

To encourage increased activity at the parish level, the LEH will solicit and assist in the development of grant proposals from organizations in parishes throughout the state, and provide additional staff assistance to project development in communities, which historically have lacked the resources to develop projects.

F. Web-based Encyclopedia of Louisiana History and Culture \$200,000

To develop a working beta-version of a Web-based Encyclopedia via the internet for use in public libraries, schools, museums, and the tourism community.

G. American Routes National Radio Project \$ 50,000

This continuation of the project directed by Nick Spitzer will bring Louisiana music to national audience. During 2009-2010, the program will reach 220+ stations in 180 markets nationwide. The popularity of the program was noted in prestigious national publications such as the *Wall Street Journal* and *Billboard* magazine.

TOTAL \$1,100,000

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Attachment A, page 4
Louisiana Endowment for the Humanities (LEH)
2009-2010 Grant Process

Application Process

Staff conducts statewide grant writing workshops to publicize the various grants available, guidelines for applying and deadlines. Requests for Proposals are circulated through email, LEH website and mass mailings. Applicants are encouraged to work with staff during the application process. Preliminary applications are due one month in advance of the final application deadlines. Applicants who do not submit drafts are limited in the amounts they may request. Staff reviews drafts and responds with suggestions of how to make the proposals more competitive. Applicants are not bound by these suggestions. Final applications are accepted until 5:00 pm in the office the day they are due. Each application package must include the requisite number of copies for the review panels and any supplemental materials such as samples of work.

Review / Approval Process

Staff mails the proposals to the review panel of scholars and programming professionals along with ranking sheets. In the case of specialized grants such as documentary film and publishing grants, the proposals are first vetted by a professional panel made up of professionals in the field. Staff prepares their own comments and recommendations based on applicant past history, compliance with guidelines, public interest etc. Panelists submit their rankings prior to the review panel meeting to order the discussion. The panel meets and discusses each grant individually and votes on whether to fund outright, fund with conditions, revise/resubmit, reject/resubmit or reject. The recommendations of the review panel are then presented as a motion at the full board for discussion and approval. Applicants are notified by mail of the decision and given a chance to discuss the results with staff and encouraged to reapply if appropriate. Grantees are required to attend a post-funding workshop.

Evaluation Process

Each grant must have a paid independent evaluator. This person should be qualified in the subject matter but not connected to the grant in any other way. Board evaluators are assigned to each project and staff conducts site visits wherever possible. Upon completion of the grant activities, including submission of any finished products, project directors, independent evaluators, and board evaluators submit their evaluations to the staff for final review. Staff prepares a written final report outlining the successes and shortcomings of the project. These reviews are consulted for preparing the annual evaluation report to the full board in addition to being used to construct applicant past histories in new submissions.

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"ATTACHMENT B"**Page 1****Project Budget (2009-10)****Louisiana Endowment for the Humanities, Anticipated Income or Revenue**

<u>Sources (list all sources of revenue)</u>	<u>Amounts</u>
NEH Grants	\$ 738,810
State Grant	\$1,100,000
US Dept. of Education Grant (TAH)	\$ 340,000
Annual Fund	\$ 120,000
Corporations & Foundations	\$ 250,000
LCV Ads & Subscriptions	\$ 67,000
Other Income	<u>\$ 521,224</u>
	\$3,137,034

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Line Item Appropriation</u>
Salaries	\$ 1,150,250	\$ 613,500
Related Benefits at 34%	\$ 391,085	\$ 208,590
Travel (PT+RELIC)	\$ 44,700	\$ 7,000
Operating Services	\$	\$
Advertising / Meetings	\$ 27,400	\$
Printing (non-LCV)	\$ 44,700	\$
Maintenance of Equipment	\$ 30,300	\$
Maintenance of Office, Insurance	\$ 121,000	\$
Rentals	\$	\$
Dues and Subscriptions	\$ 5,138	\$
Telephones	\$ 18,000	\$
Postage	\$ 10,800	\$
Utilities / Office Space	\$ 78,000	\$
Other (LCV print.,prod. etc.)	\$ 190,000	\$ 84,390
Office Supplies	\$ 15,000	\$
Professional & Contract Services	\$ 558,661	\$ 62,565
Other Charges (grantees / sub-recipients*)	\$ 452,000	\$ 123,955
Acquisitions & Major Repairs	\$	\$
Totals	\$ 3,137,034	\$ 1,100,000

* to be named later

(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).

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ATTACHMENT B
Page 2
STAFFING
CHART

Name of Organization: Louisiana Endowment for the Humanities

Name of Programs: La. Summer Teacher Institute / ReGrants, Prime Time Reading Program, KnowLA (WBE), RELIC, and La. Cultural Vistas magazine, etc.

-----Confidential-----

Name	Title	Total Salary Amount (Ann.)	Total Salary Paid by Appropriation Amount	Related Benefits (34%)	Full time or Part Time # of months
<u>Prime Time staff:</u>					
F. Flanagan	Co-Director	26,000	26,000	8,840	PT-12
M. Restovic	Co-Director	46,000	46,000	15,640	FT-12
S. Adams Austin	Assoc. Director	40,000	40,000	13,600	FT-12
O. Pass	Assoc. Director	4,500	4,500	1,530	PT-2
C. Robert	Asst. Director	28,000	28,000	9,520	FT-12
E. Tao	Bookkeeper	31,500	15,750	5,355	FT-12
<u>LCV/HRC staff:</u>					
D. Johnson	Manag. Editor	50,000	50,000	17,000	FT-12
T. Nguyen	Graphic Designer	47,000	47,000	15,980	FT-12
<u>KnowLA (WBE) staff:</u>					
J. Miller	Assoc. Editor	45,000	45,000	15,300	FT-12
C. Corder	KnowLA Editor	50,000	50,000	17,000	FT-12
A. Ferguson	Media Editor	40,000	40,000	13,600	FT-12
<u>STV/ReGrants staff:</u>					
R. Norman	Director - Grants	43,000	43,000	14,620	FT-12
E. Charpentier	Asst. Director	36,000	36,000	12,240	FT-12
W. Lasiter	Sr. Program Officer	43,000	43,000	14,620	FT-12
J. Kemp	Deputy Director	69,500	34,750	11,815	FT-12
<u>RELIC staff:</u>					
J. Segreto	Assoc. Director	48,500	48,500	16,490	FT-12
J. Clifford	Admin. Asst.	32,000	16,000	5,440	FT-12
		680,000	613,500	208,590	

LEH Policy follows standard non-profit management practice and respects confidentiality of staff salaries, even to LEH board.

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ATTACHMENT B

Page 3

SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: Louisiana Endowment for the HumanitiesName of Programs: KnowLA (WBE) project, Prime Time program, and RELIC program

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
<u>KnowLA/WBE:</u> R Squared Communications	Web Site design for KnowLA web-based encyclopedia	32,000	19,100
<u>RELIC</u> (to be named later)	Consultants: Scholars	14,570	14,570
<u>Prime Time Literacy</u> (to be named later)	Consultants: Storytellers, Scholars, Readers	28,895	28,895

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"ATTACHMENT C"**Progress Report****(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)**

Organization: _____

Contact Name: _____

Telephone :() _____ Fax:() _____

Goal:	% Complete
Objective(s):	
Activity(Activities) Performed:	
Performance Measure(s):	

Budget is
for 3 years

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"ATTACHMENT D"**Cost Report for the Period of _____**

Budget Category		Actual	Encumbrance	Balance
Salaries				
Related Benefits				
Travel				
Operating Services				
Advertising				
Printing				
Maintenance of Equipment				
Maintenance of Office				
Rentals				
Dues/Subscriptions				
Telephones				
Postage				
Utilities				
Other				
Office Supplies				
Professional Services				
Other Charges				
Acquisitions & Major Repairs				

(Expense categories must reflect budget categories listed in "Attachment B" budget.) *Should reflect contract payment terms, either quarterly or monthly.

To be submitted quarterly. Duplicate pages as needed. Attach adequate supporting documentation.

I hereby certify that the expense items shown in this Cost Report are true and correct, have actually been incurred, and this request for payment is submitted in accordance with the terms of this agreement.

Signature of Authorized Representative

Date

"ATTACHMENT E"**Disclosure and Certification Statement**Name of Contracting Party: R SQUARED COMMUNICATIONS, LLCMailing Address of Contracting Party: 7145 ABBEY MARIE CT. DUBLIN OH 43017

Contracting Party Organization Type: (For example, local government, non-profit, corporation, LLP, etc.)

* Private entities required to register with the Secretary of State's office must be in good standing with that office.

LLC

Names and Addresses of all officers and directors, as well as the Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

RANDAL L. RUST, PRESIDENT

Names and Addresses of all key personnel responsible for the program or functions funded through this Agreement:

RANDALL RUST 7145 ABBEY MARIE CT DUBLIN OH 43017

List any person receiving anything of economic value from this Agreement if that person is a member of the immediate family of an individual who holds a state elected office or who is a state appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held. "Immediate family" as the term relates to a state official or person who holds a state elected office means his children, the spouses of his children, his brothers and their spouses, his sisters and their spouses, his parents, his spouse, and the parents of his spouse. * If Listing indicates a relationship that may be a possible violation of the Code of Governmental Ethics, the Agency is required to seek an opinion from the Board of Ethics as to the propriety of this Agreement.

NONE

I hereby certify that this organization has no outstanding audit issues or findings.



I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.



I hereby certify that this organization is in good standing with the Secretary of State's Office (Applicable to Private Entities).

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

RANDAL L RUST, PRESIDENT

(Name and Title of Authorized Person for Contracting Party)

Randal L Rust

(Signature of Authorized Person for Contracting Party)

RECEIVED
 SEP 11 2009